

S E C R E T  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140124-5  
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ ☐ 7 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT  
☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

☐ Financial Statement (Copy)

3. FUNCTIONAL AREA

PERSONNEL TRAINING  
 LOGISTICS SECURITY  
 MEDICAL ☒ FINANCE  
 ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

2

Monthly

2

7. FORMAT (memorandum, form computer print-out, etc)  
 Memo Acctg.

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☐ YES IF YES GIVE ADP PROCESSING NO.  
☒ NO

EA/OTR

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Finance Office, ☐

0 (Sales, Purchases and monthly inventories of ☐)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS5	3.60		1		3.60		12		\$ 43.20
GS7	4.50		2		9.00		12		108.00
GS8	4.90		2		9.80		12		117.60
GS12	8.00		1		8.00		12		96.00
									<u>\$ 364.80</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$364.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Status of ☐

Submitted for information review to parent Headquarters component. Original report for review by management and filed at ☐ OTR.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

MAN-HOURS DOLLARS  
 0 0 STAT

16. DATE OF INVENTORY

17

18. FEEDER INFORMATION

19. EXTENSION

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Finance Officer, ☐

25X1